



STATE OF WASHINGTON
HIGHER EDUCATION COORDINATING BOARD

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March 17, 2009

TO: Student Employment Administrators
Financial Aid Administrators
Other Interested Parties

FROM: Jeffrey N. Powell, Assistant Director JNP

SUBJECT: STATE WORK STUDY HIGH DEMAND PROJECTS – APPLICATION TO PARTICIPATE

The Higher Education Coordinating Board (HECB) invites you to apply to participate in the Washington State Work Study High Demand (SWS HD) program.

What is it? Following on from Governor Gregoire's Washington Learns initiative, the Washington Legislature placed a priority on improving math and science education. As one part of the response, legislators dedicated \$250,000 a year to fund SWS work experiences for aspiring teachers in secondary (includes both middle and high schools) school math and/or science classrooms. As a result of these classroom experiences, participating students will clarify their interest in a teaching career and be better prepared to accept other forms of dedicated aid, like the Future Teachers Conditional Scholarship.

What does it mean for your college and its students? Your institution has the opportunity to leverage up to **\$40,000** in additional SWS funds for your financially needy student population by submitting an application to participate. An additional administrative allowance of up to **\$6,000** (more if exceptional circumstances are documented and approved, see application) is also available to assist with project operation.

How do you apply? Successful applications will receive funding to employ SWS eligible college students in a variety of teaching experiences in middle and high school math and/or science classrooms. Please refer to the attached information for more details about required program features and the application process. Applications are due to the HECB by **Friday, May 8, 2009**, and award notifications will be made no later than July 1, 2009.

Want to know more or preview your ideas? We look forward to working with you to expand opportunities for students to experience what it means to teach math and/or science in middle and high school classrooms. If you have questions about this program or want to discuss ideas or application details, please call me at (360) 704-4150.

*** **Please Note:** While we do not expect SWS funding to be reduced in the 09-11 biennial budget, the number of projects that can be funded will depend on available resources.



**Washington State Work Study Program
High Demand Project Application
2009-2010**

"We must improve math and science teaching and learning... We propose a bold plan to redesign and re-invest in education during the next decade. We offer a new way of thinking about the purpose and function of public education, and we believe that math and science education must be addressed first."

-- Governor Christine Gregoire talking about the importance of math and science education in the Washington Learns Final Report

**DUE DATE:
MAY 8, 2009**

Student Financial Assistance
Attn: Jeffrey Powell, Assistant Director
Higher Education Coordinating Board
917 Lakeridge Way
PO Box 43430
Olympia, WA 98504

State Work Study High Demand Projects

Background

The SWS High Demand (SWS HD) program was developed to:

- Enable lower division students to make more educated decisions on whether to commit to conditional scholarship programs, such as the Future Teachers program.
- Grow the future numbers of graduating teachers in the fields of math and/or science.
- Provide existing math and science teachers with additional staff resources to improve the quality of teaching for Washington's current middle and high school students in math and/or science.

Project Eligibility

A successful application to participate in the SWS HD program will demonstrate that:

- By working with the institution's student employment administrator, SWS eligible students will be identified and employed through SWS HD funding.
- SWS HD participants will work in middle and/or high school math and/or science classrooms.
- SWS HD placement options may include term by term assignments or year-long placements.
- Project participants will formally assess their experiences and discuss future aspirations to engage in math and/or science teaching careers.
- Letters of support are included from partners like school administrators, math and/or science teachers, deans of involved departments at your campus, and the institution's financial aid, student employment, and/or career services office.

Funding

- Funding for SWS HD comes from the SWS appropriation combined with a small federal matching grant. Generally, most projects will be funded at about **\$46,000** per year.
- The wage allocation cannot exceed **\$40,000** and can pay **100 percent** of the student's gross salary. Actual student earnings must be reported by the institution on a student-by-student basis at the conclusion of the project so that the federal share can be properly attributed.
- An administrative grant supporting project activity will be provided equal to **15 percent** of student wages. This amount is in addition to and separate from the funds provided for student wages.

- Allowable administrative costs include project materials, student benefits on earnings, background checks, fingerprinting, transportation costs, and professional staff time in direct support of the project. Institutional indirect costs are not allowable.
- Administrative support above the 15% limit, but not greater than 20%, can be provided in exceptional circumstances and if funds allow. An example of an exceptional circumstance could include projects where student employees must travel long distances in order to reach the math and/or science classrooms they are teaching in. If you believe your project requires additional administrative support above 15% in order to function, please include a detailed rationale.

Application Elements and Content

Each institution is asked to submit one copy of its application containing the elements described below, accompanied by the Application Cover Sheet (attached below) identifying the institution, the project director's contact information, and indicating institutional awareness and support of the proposal. Applications will be evaluated on the quality of the following components:

1) Project description:

- Describe key project elements including project goals and organization, community partner involvement, anticipated classroom activities, group meetings, and sustainability plans.
- Provide your plan for SWS student recruitment, orientation, training, and reflection.
- Describe expected project results, including a timeline of project activities and an evaluation plan.
- Provide Letters of Support from key participants such as institutional departments, local middle and/or high school administrators and teachers, and financial aid office officials.

2) Management and Structure:

- Describe how the project will be managed - address how planning, staffing, organization, recruitment, and funds management will be handled.
- Include a resume for the project director and any other supervising personnel – address how the qualifications of the project director will lead to success with this project.
- Administrative staff involved in the project should be named and their project responsibilities discussed.
- Describe the number and type of work study student positions anticipated for the project, including estimated wages plus any in-kind match. To estimate wages, use the following method: # of students x \$ pay per hour x hours worked per week x # of weeks per year.

Please remember that only wages earned by SWS eligible students can be subsidized with SWS HD funds.

3) **Budget:**

- List the total estimated cost of the project divided into the two categories of student wages and administrative expenses. Student wages should be estimated as described above.
- Indicate any in-kind funding from institutional or other sources. This is not a required element but strengthens an application.
- Break down the administrative category into smaller components such as personnel costs, supplies, background checks, fingerprinting, travel, training, direct administrative costs, etc.
- Generally the total budget will not exceed **\$46,000**, including the administrative grant. Requests for an administrative grant above 10 percent, but not above 15 percent, of student wages must include documentation of exceptional circumstances.

4) **Student Job Description(s):**

- Provide a copy of the proposed SWS job description(s). Descriptions should include at least a job title, pay range, minimum qualifications, and educational benefit to be derived.
- Job description forms can be obtained from your student employment office or at the HECB website: www.hecb.wa.gov/financialaid/sws/documents/SWSjobdescform.pdf.

Project Time Line and Reporting Requirements

Submit one copy of the project application. ***Proposals are due to the Board by Friday, May 8, 2009.*** Final selection of projects and notification of awards are expected to occur no later than July 1, 2009. Both those selected and those not selected will be notified.

Administrators of selected projects will receive an award notification along with project guidelines and copies of the administrative grant contract. Project guidelines will include reporting requirements including a mid-year assessment, a student-by-student report of earnings, and a final project report due by *June 25, 2010*.

If you have questions about the process or want to talk over ideas, please contact me directly at (360) 704-4150 or jeffreyp@hecb.wa.gov.

***Washington State Work Study Program
HIGH DEMAND PROJECT
Application Cover Sheet
2009-2010***

Institution

Project Director

Title

Phone Number

E-mail Address

Mailing Address

City, Zip Code

Fax Number

Title of Project

Signature of Project Director

Date

Signature of Student Employment Administrator

Date

Signature of Financial Aid Director

Date